

Assisted Housing Relief Program Frequently Asked Questions Updated 5/4/2021

Question: Is my property eligible?

Answer: The Assisted Housing Relief Program is limited to properties with active income restrictions and Multifamily financing from the Maryland Department of Housing and Community Development. All eligible properties are included in the [Assisted Housing Relief Program Eligible Property Database](#). Please check the database for your property. You can search by County, City, and Property Name in the top right corner of the page.

Question: My property received funding through CDA but we aren't on the list. Are we still eligible?

Answer: If you believe your property should be included please email dhcd.rentrelief@maryland.gov with your Property Name, Funding Source, and DHCD Loan Number. We will verify your request and provide a Project ID number if eligible.

Question: Are my tenants eligible for this program?

Answer: Tenants with valid leases at eligible properties must meet the following criteria to be eligible for the Assisted Housing Relief Program:

1. One or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak;
2. One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; AND
3. The household has a household income at or below 80% of the state-wide area median income.

Question: How is area median income defined?

Answer: The Assisted Housing Relief Program utilizes HUD's definition of "annual income" in 24 CFR 5.6091. Applicants may request a waiver to use the adjusted gross income as defined for the purposes of reporting under Internal Revenue Service Form 1040 series for individual federal annual income tax purposes if it is demonstrated that a household would otherwise be ineligible for assistance. Waivers can be requested by emailing dhcd.rentrelief@maryland.gov.

The state-wide area median income for Maryland, as defined by HUD is listed below:

Household Size	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
80% of AMI	\$55,950	\$63,900	\$71,900	\$79,900	\$86,300	\$92,700	\$99,100	\$105,450

Question: Are households in eligible properties that receive a monthly federal subsidy (e.g., a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance), where the tenant rent is adjusted according to changes in income, eligible for the Assisted Housing Relief Program?

Answer: Yes, households with Housing Choice Vouchers, Public Housing, or Project-Based Rental Assistance are eligible to receive funds for the tenant-owed portion of rent that is not subsidized. Households should request an interim recertification to adjust their portion of rent prior to applying for Assisted Housing Relief Program funds. Other forms of federal subsidy must be approved by DHCD prior to applying by emailing dhcd.rentrelief@maryland.gov

Question: How is household income verified?

Answer: Property manager must verify that the total income for each household is equal to or less than 80% of the State Area Median Income based on household size. Documentation includes paystubs, W-2s or other wage statements, tax filings, bank statements demonstrating regular income, or an attestation from an employer. If the household income has been verified to be at or below 80% of the area median income in connection with a local, state, or federal government assistance program, you may submit a determination letter from the government agency that verified the household income if the determination was made on or after January 1, 2020. LIHTC annual income certifications for restricted units will also be considered acceptable documentation.

The following methods may be utilized:

1. Documentation for the entire 2020 calendar year. If documentation for all of 2020 is available, the income will NOT need to be re-verified until 2022.
2. Documentation for the current month income. That amount will then be multiplied to calculate annual income. For example, if 2 months of documentation is available, that amount will be multiplied by 6 to calculate income for a 12 month period. If this method is used, income will need to be verified every 3 months.
3. If the tenant is unable to provide any documentation, as self-attestation of household income will be accepted as a last resort. If this method is used, income will need to be verified every 3 months.

DHCD does not require the documentation be submitted as part of the application, but we will be conducting random file audits to verify that proper documentation is being held on file. We will also be monitoring the number of self-attestations utilized in place of documentation as this should only be used as a last resort. Properties should document attempts to collect income verification for all submitted self-attestations.

Question: What documentation needs to be collected in order to apply?

Answer: DHCD requires that a rent ledger for each tenant be submitted to verify the rental delinquencies.



Additionally, the following documents must be collected and kept on file for a period of no less than five (5) years, and will be made available for DHCD's review for compliance monitoring within three (3) business days from the date of the request:

- Valid current lease identifying primary tenant as leaseholder as well as identifying the household size;
- Income verification – this includes paystubs, W-2s or other wage statements, tax filings, bank statements demonstrating regular income, an attestation from an employer, self-attestations, etc.;
- Tenant Certification; and
- Tenant Worksheet

Question: If a tenant has a rental delinquency prior to January 1, 2021 can that be included?

Answer: The 2021 Assisted Housing Relief Program only covers rental delinquencies incurred after January 1, 2021. Any rental delinquencies incurred prior to January 1, 2021 must be forgiven in order to receive assistance. When reporting the delinquencies, you should be recording the amount of rent not paid each month (instead of the cumulative delinquency).

Question: If I submitted an application for the Assisted Housing Relief Program in 2020 do I have to submit a full application to apply in 2021?

Answer: Yes. The 2021 Assisted Housing Relief Program will be utilizing an online application portal so all projects must submit a full application.

Question: Can non-rent fees, such as washer/dryer or pet fees, be included in the monthly delinquencies?

Answer: Monthly rental delinquencies cannot exceed the unit rent, so any fees that are not included in rent amount listed in the current lease are not eligible.

Question: If a household has moved out with unpaid 2021 rent and the property is in touch with them, can the property still apply on their behalf?

Answer: No. Tenants must be currently living at the assisted property at the time of application.

Questions? Please submit questions to dhcd.rentrelief@maryland.gov.

